

Date of Meeting		
Contact Name		
Company Name/Address		
Start Time		
Finish Time		
Number of Attendees		
Meeting Room Required		
Any Other Specific Information/Requirements		
Room Style	Theatre Nos.	Conference Nos.

The Conference Room seats max 24 Boardroom Style and 30-35 Theatre Style

REFRESHMENTS	Coffee	Tea	Juice	Water	Biscuits
Arrival					
Mid-morning					
Lunch					
Afternoon					

LUNCH A/B/C/D/E/F	Time	Number	Vegetarian	Special Requirement

Buffet Type A @ £5.99 per head
Buffet Type B @ £5.99 per head
Buffet Type C @ £6.99 per head
Buffet Type D @ £6.99 per head
Buffet Type E @ £7.99 per head
Buffet Type F @ £8.99 per head

CATERING FOR MEETINGS AND CONFERENCE ROOM

Options available for catering/refreshments when using the meeting facilities:-

- Tea/coffee/biscuits and buffet requirements will be set out and served for you if required and all crockery cleared, washed and areas cleaned down.
- The charge for tea/coffee is £1 per serving.
- Buffet lunches are charged per head starting from £5.99.

If you would like to discuss food choices for your chosen buffet, please contact Reception.

Springboard Business Centre will make a service charge if you decide to provide your own buffet lunch.

Booking Confirmed _____
Total Cost _____
Date Confirmation Sent _____

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